


Maryland Judiciary Job Specification

	Official Title	Senior Fiscal Clerk
	Job Code	6119
	Business Title	Senior Fiscal Clerk
	FLSA Status	Non-Exempt

POSITION SUMMARY

This is a clerical position performing high-level, complex accounting functions in the court operations. Incumbent serves as the subject matter expert for all accounting, cashiering, and budgeting work, and may be the sole accounting personnel in their assigned work location. Work is performed under moderate supervision.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The intent of this job specifications is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

- Oversees, reconciles, and balance tapes of all daily cash and credit card receipts; prepares daily deposits slips for the bank and send transmittal reports to AOC.
- Trains other fiscal staff and resolve complex accounting issues; assists cashiers as needed with researching and resolving any discrepancies, overage/shortage of tills.
- Tracks, maintains logs, and generates various reports (daily/monthly) of accounting transactions to include but not limited to accounts receivable, adjustments, voids, refunds, returned checks, and escrow payments;
- Reconciles monthly bank statements; process overdue accounts and submits to Central Collection Agency
- Purchase office supplies and maintains inventories; prepares requisitions for purchases using GEARS and tracks expenditures, correspond with vendors, codes and process invoices for payment.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- A high school diploma (or GED equivalent).
- Three (3) years of fiscal or accounting work experience.

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Note:

- A Bachelor's Degree may substitute for the two (2) years of required work experience.
- A Paralegal/Associates Degree or 60 college credits may substitute for the two (2) years of the required work experience.
- A Paralegal Certificate may substitute for one (1) year of the required work experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Knowledge of generally accepted accounting principles and practices reviewing, verifying, recording, adjusting and balancing financial transactions.
- Knowledge of the principles and practices of bookkeeping.

Skill in:

- Managing priorities to meet critical deadlines while multitasking.
- Oral and Written communication skills to include a basic understanding of English and arithmetic. These skills are to include, spelling, punctuation, addition, subtraction, multiplication and division
- Analyzing records, reports, and other business and financial documents and noting details and facts pertinent to the audit assignment.
- Technology Skills for daily computer and office equipment usage as well as recording equipment.

Ability to:

- Ability to acquire knowledge of Maryland Judiciary procedures, rules, practices, regulations and knowledge of the jurisdictional courts.
- Ability to learn and apply job related policies, procedures, rules, regulations and laws.
- Ability to perform a full range of basic accounting procedures.
- Ability to utilize appropriate forms.
- Ability to use a computer or business machine to access, input and extract data.
- Ability to establish and maintain effective working relationships with other employees and the public.

SUPERVISORY RESPONSIBILITIES

This position does not have formal supervisory responsibilities over other employees.

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position involves light physical demands, such as exerting up to 20 lbs. of force. Ability to sit for long periods at a time.

WORKING CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position works in an office or similar indoor environment. Employees frequently or often encounter individuals with known criminal or mental health backgrounds.

Maryland Judiciary is an Equal Opportunity Employer.

Date created:	January 2020
Dates revised:	